

Federal Housing Finance Board

§ 913.3

Amendment means any correction, addition to or deletion of information in a record.

FOIA means the Freedom of Information Act, as amended (5 U.S.C. 552).

Individual means a citizen of the United States or an alien lawfully admitted to the United States for permanent residence.

Maintain means to keep or hold and preserve in an existing state, and includes the terms collect, use, disseminate and control.

Privacy Act means the Privacy Act of 1974, as amended (5 U.S.C. 552a).

Privacy Act Official means the Finance Board employee who is authorized to make determinations as provided in this part. The mailing address for the Privacy Act Official is: Privacy Act Office, Federal Housing Finance Board, 1625 Eye Street, NW., Washington DC 20006.

Record means any item, collection or grouping of information about an individual that the Finance Board maintains within a system of records and contains the individual's name or the identifying number, symbol or other identifying particular assigned to the individual, such as a finger or voice print or photograph.

System of records means a group of records the Finance Board maintains or controls from which information is retrieved by the name of an individual or by some identifying number, symbol, or other identifying particular assigned to the individual. You can find a description of the Finance Board's systems of records as part of the "Privacy Act Compilation" published by the FEDERAL REGISTER. You can access the "Privacy Act Compilation" in most large reference and university libraries or electronically at the Government Printing Office's Web site at <http://www.gpoaccess.gov/privacyact/index.html>. You also can request a copy of the Finance Board's systems of records from the Privacy Act Official.

Working days do not include Saturdays, Sundays and legal public holidays.

[68 FR 39812, July 3, 2003, as amended at 71 FR 60812, Oct. 17, 2006]

§ 913.2 Purpose and scope.

(a) This part 913 contains the rules the Finance Board follows under the Privacy Act. You should read these rules together with the Privacy Act, which provides additional information about records maintained on individuals. The rules apply to all records in systems of records the Finance Board maintains that are retrieved by an individual's name or personal identifier. They describe the procedures by which individuals may request access to records, request amendment or correction of those records, and request an accounting of disclosures of those records by the Finance Board. Whenever it is appropriate to do so, the Finance Board automatically processes a Privacy Act request for access to records under both the Privacy Act and the FOIA, following the rules contained in part 910 of this chapter and this part 913. The Finance Board processes a request under both the Privacy Act and the FOIA so you will receive the maximum amount of information available to you by law.

(b) This part does not entitle you to any service or to the disclosure of any record to which you are not entitled under the Privacy Act. It also does not, and may not be relied upon to create any substantive or procedural right or benefit enforceable against the Finance Board.

[68 FR 39812, July 3, 2003, as amended at 71 FR 60812, Oct. 17, 2006]

§ 913.3 How do I make a request under the Privacy Act?

(a) *In general.* You can make a Privacy Act request on your own behalf or on behalf of another individual as the parent or guardian of a minor or as the guardian of someone determined by a court to be incompetent. To make sure that the Privacy Act Office receives your request without delay, you should include the notation "Privacy Act Request" on the front of your envelope and also at the beginning of your request.

(b) *Requests for access to records.* You may make a request for access to a record by appearing in person or by writing directly to the Privacy Act Official. You must describe the record